

DOD-WIDE TRAINING AGREEMENT FOR DEVELOPMENT OF FELLOWS OF THE
BUSINESS TRANSFORMATION AGENCY

Fellow's Name:

Assignment: Business Transformation Specialist
Business Transformation Agency
Warfighter Support Office
1851 South Bell St.
Rm 303B
Arlington VA 22240-5291

I. General Objectives:

A. General Familiarization. The stated purpose of the Business Transformation Agency (BTA) Fellows Program is:

1. To broaden exposure of participants to more than one Core Business Mission Area, to include management of acquisition, logistics, financial, and human resources.
2. To expose participants to Department of Defense-level organizations and management processes of business transformation systems.
3. To enhance career development patterns for mid-level management personnel.

B. A specific program to implement these general objectives for (Name) _____ involves assignment to one or more of the following offices within the Business Transformation Agency.

II. Specific Assignment Objectives:

A. OBJECTIVE. To provide exposure to leadership decision-making of business transformation. Fellow will be incorporated in the Headquarters front office to observe the BTA leadership in their decision-making processes. Fellow is exposed to BTA interaction at leadership-level with agency offices, DoD Military Components, Congressional oversight, and the commercial sector.

B. OBJECTIVE. To provide program management leadership for enterprise programs in the Business Mission Area. Develop, coordinate, and integrate projects, programs, systems, and initiatives that support DoD Enterprise-wide business capabilities.

Attachment (1)

C. OBJECTIVE. To provide facilitation of maximum resource utilization and increased performance within the Business Transformation Agency's time, cost, and performance constraints. Through the Milestone Assurance Team, define and manage business related data standards and strategies.

D. OBJECTIVE. To provide the primary link to the Principal Staff Assistants (functional business requirement owners) within the Office of the Secretary of Defense, as well as other Department of Defense-level organizations. Ensure that the functional priorities and requirements of these client organizations are reflected in both the Business Enterprise Architecture (BEA) and the Enterprise Transition Plan (ETP), and in the guidance for business system investment management.

E. OBJECTIVE. To provide management of the BTA's information strategy, encompassing integration efforts, strategic planning, change management, technology visioning, and long-term internal and external communications. Ensure that integrated best industry practices are applied to all areas of strategic planning and communications for the agency.

F. OBJECTIVE. To provide immediate business process and business system challenges that adversely impact current operations. Deliver near-term value by connecting the DoD's business mission to the warfighter, identifying and addressing frontline opportunities.

G. OBJECTIVE. To provide leadership in investment management for DoD Enterprise-level business systems. Coordinate the efforts of the DoD 5000 series as it pertains to business systems. Support and coordinate the Investment Review Board (IRB) processes and actions for certification .

III. Officials Responsible for the Program:

A. Director, Business Transformation Agency

B. Director, Personnel _____

(Fellow's Parent Organization)

IV. Flexibility Provisions. When the evaluation of the Fellow's progress indicates it is necessary, the training plan may be modified to meet the Fellow's developmental needs.

V. Evaluation of Fellow's Progress. The Fellow's immediate supervisor at each training organization will evaluate the Fellow's progress at the end of the rotational tour. All appraisals will be reviewed by the Director, Business Transformation Agency.

VI. Status at Completion of Program. Upon completion of the Fellowship, the participant will return to duty with his/her parent organization.

VII. Recommendation/Concurrence/Approval. The following signatures are the minimum necessary to ensure appropriate persons at the parent organization are notified and/or approve of the BTA Fellow's nomination, in case of:

A. Submitted:

FELLOW'S NAME	SIGNATURE	PHONE	DATE
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B. Notified/Recommend Approval from Fellow's Direct Supervisor:

FELLOW'S SUPERVISOR NAME	SIGNATURE	PHONE	DATE
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C. Notified/Recommend Approval from Fellow Organization's Director of Personnel:

NAME	SIGNATURE	PHONE	DATE
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D. Approval from Flag Officer or Senior Executive Service Leader:

NAME	SIGNATURE	PHONE	DATE
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